

# 17 Narrative/Print SAR

## **Introduction to Narrative/Print SAR**

CMS Net Web users can create narrative entries. To view and print narrative entries, the user must go to CMS Net and access the narrative options.

## **Objectives**

At the completion of this section, you will be able to:

- Add a narrative entry in CMS Net Web.
- Print a SAR and SAR cover letters during the authorization process

## 17.1 Print Letters

1. To Print Letters from the Narrative, click the “Print Letters” button.

Authorization	Provider	Formulary	Procedure Code	Administration	Reports
FRANCISCO CARLOS CHAVEZ III, 3331366			AUTHORIZED, SAR ID 97000008970		
<b>CLIENT INFORMATION</b>					
<b>Client Name:</b>	FRANCISCO CARLOS CHAVEZ III	<b>F/R Elig:</b>	ELIGIBLE	<b>Reg Status:</b>	ACTIVE
<b>CCS Number:</b>	3331366	<b>Med Elig Status:</b>	ELIGIBLE	<b>Application Status:</b>	SIGNED APP
<b>DOB:</b>	02/04/1984	<b>Diagnostic Only:</b>	No	<b>PSA Status:</b>	SIGNED
<b>CMI:</b>	97461633C5	<b>CCS Elig Status:</b>	9N CCS-M/C ONLY	<b>Program Begin Date:</b>	12/18/2002
<b>Gender:</b>	Male	<b>County:</b>	Kings	<b>Program End Date:</b>	12/18/2004
<b>NARRATIVE INFORMATION</b>					
<b>Narrative Date:</b>	05/11/2004				
<b>General Topic:</b>	Service Authorization #97000008970, Status: Authorized				
<b>User:</b>	WHITAKER, LAVORRA				
<b>Provider:</b>	KAISER FOUNDATION HOSP				
<b>Service Period:</b>	05/01/2004 thru 11/20/2004				
<b>Provider Type:</b>	COMMUNITY INPATIENT HOSPITAL				
<b>Distribution:</b>					
<b>ADDITIONAL INFORMATION</b>					
<b>Service Code</b>	<b>Service Description</b>				
<b>NARRATIVE TEXT</b>					
<div></div>					
<div><b>Print Letters</b> <b>Save</b> <b>Cancel</b></div>					



The “Print Letters” button will pop-open a new window and generate the following documents depending on the highlighted selections in the Distribution List box:

- Cover Letter for the Family
- Cover Letter for the distribution selections
- Copies of the Service Authorization

## Notes

Whatever action was taken to access the Narrative (authorize, deny, cancel, or extend), the user has the option to print the corresponding letter.

The number of selections clicked in the “distribution” drop down will determine how many sets of letters will be produced.

Make sure to select “print letters”.

If not selected, no cover letters will be generated only the SAR itself.

## 2. On the File Menu, select Print.

**Children's Medical Services - Microsoft Internet Explorer provided by Deloitte Consulting**

File Edit View Favorites Tools Help

**CONFIDENTIAL** SAR #: 9700008970

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CALIFORNIA CHILDREN'S SERVICES (CCS)  
MS 8100  
SACRAMENTO, CA 95899-7413  
(916) 327-3100  
TELEPHONE:

Provider: KAISER FOUNDATION HOSP  
10800 MAGNOLIA AVE  
RIVERSIDE CA 92505-3000

Provider Number: HSP30686F  
Telephone: (714) 785-4600

**AUTHORIZATION FOR SERVICES**

Authorization is for services and effective dates indicated below, in accordance with CCS program policies and fee schedule. Authorization for additional services not listed below must be requested in advance. By providing these authorized services, I agree to accept payment from the CCS program as payment in full. If you have a Service Code Grouping (SCG) authorization, please check your Medi-Cal manual for services included in the SCG.

**CCS CLIENT INFORMATION**

Client Name: FRANCISCO CARLOS CHAVEZ III  
Parent/Guardian: CAMELIA CHAVEZ  
Address: 5704 NEWARK  
CORCORAN, CA 93212  
(559) 992-5234

Client Index Number: 97461633C5  
Medi-Cal Number #: 16370120420202  
CCS Case Number: 3331366  
DOB: 02/04/1984  
Telephone:

**AUTHORIZATION INFORMATION**

Effective Dates: 05/01/2004 through 11/20/2004  
Number of days: 10

**SPECIAL INSTRUCTIONS**

Further authorizations for length of stay are contingent upon receipt of progress notes.

Please refer to the Medi-Cal manual for billing instructions. Thank you for your continued participation in the California Children's Services Program.

Issued By: WHITAKER, LAVORRA  
Date Authorized: 05/11/2004

## 3. Click "Print" on the Print dialog box.

**Print**

General Options

Select Printer

Land Park on http://10.21.161.123  
Lexmark Optra Color 1200 PS  
Lexmark Project bw Printer  
McKinley Park on http://10.21.161.123  
Old Sac on http://10.21.161.123  
RightFax Fax Printer

Status: Ready  
Location:  
Comment:

☐ Print to file Preferences  
Find Printer...

Page Range

☒ All  
☐ Selection ☐ Current Page  
☐ Pages: 1  
Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1  
☒ Collate

1 2 3 1 2 3

Print Cancel Apply

## 17.2 How to Create a Narrative Entry in CMS Net Web

### Notes

Entries can be updated to the Narrative when a SAR has been:

- Entered
- Authorized
- Denied
- Cancelled
- Extended

### 17.2.1 Entry into the Narrative Page

*After the user enters, authorizes, denies, cancels, extends, or modifies a SAR, the user will be taken to the Narrative page.*



The screenshot shows a web interface for entering narrative text. At the top, there is a header bar labeled "NARRATIVE TEXT". Below this is a large, empty text area with a vertical scrollbar on the right side. At the bottom of the page, there are three red buttons with white text: "Print Letters", "Save", and "Cancel".

## 17.2.2 Enter Narrative Information

1. Enter additional narrative text if appropriate.
2. Click the “Save” button.

Authorization | Provider | Formulary | Procedure Code | Administration | Reports

FRANCISCO CARLOS CHAVEZ III, 3331366 AUTHORIZED, SAR ID 97000008970

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**CLIENT INFORMATION**

<b>Client Name:</b>	FRANCISCO CARLOS CHAVEZ III	<b>F/R Elig:</b>	ELIGIBLE	<b>Reg Status:</b>	ACTIVE
<b>CCS Number:</b>	3331366	<b>Med Elig Status:</b>	ELIGIBLE	<b>Application Status:</b>	SIGNED APP
<b>DOB:</b>	02/04/1984	<b>Diagnostic Only:</b>	No	<b>PSA Status:</b>	SIGNED
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<b>Gender:</b>	Male	<b>County:</b>	Kings	<b>Program End Date:</b>	12/18/2004

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**NARRATIVE INFORMATION**

<b>Narrative Date:</b>	05/11/2004
<b>General Topic:</b>	Service Authorization #97000008970, Status: Authorized
<b>User:</b>	WHITAKER, LAVORRA
<b>Provider:</b>	KAISER FOUNDATION HOSP
<b>Service Period:</b>	05/01/2004 thru 11/20/2004
<b>Provider Type:</b>	COMMUNITY INPATIENT HOSPITAL
<b>Distribution:</b>	

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**ADDITIONAL INFORMATION**

Service Code	Service Description
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**NARRATIVE TEXT**

Enter comments for the authorization here.

Print Letters Save Cancel

Automatic narrative will be inserted in patient record when “Save” is selected.

Additional narrative text will be inserted in patient record if typed here.



To access the client’s narrative records, you must log into CMS Net.